



GUIDELINES RELATING TO THE ELECTIONS OF GOVERNING BODIES OF PUBLIC SCHOOLS



basic education

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GUIDELINES RELATING TO THE ELECTIONS OF GOVERNING BODIES OF PUBLIC SCHOOLS

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TABLE OF CONTENTS

1.	Composition of governing bodies for public schools	4
2.	Eligibility	4
3.	Provincial elections coordinator	5
4.	District electoral officer	5
5.	School electoral officer	6
6.	Code of conduct for electoral officers (district and school)	6
7.	The voters' roll	6
8.	Franchise	7
9.	Date, time and place of the nomination and election meeting in respect of parent members	7
10.	Nomination of parent members	8
11.	Quorum	8
12.	Election of parent members	9
13.	Nomination and election meeting in respect of educator members	10
14.	Nomination and election meeting in respect of a member of staff	11
15.	Nomination and election of learner members	11
16.	Deviation from a single election meeting	11
17.	Decision of school electoral officer	12
18.	Procedure after election of governing body	12
19.	Handover	13
20.	Election of office-bearers, and term of office	13
21.	By-elections due to vacancies in the governing body	14
22.	Membership of governing bodies of public schools for learners with special education needs	15
23.	Repeal	16
24.	Short title	16
25.	Annexures	16

GUIDELINES RELATING TO ELECTIONS OF SCHOOL GOVERNING BODIES OF PUBLIC SCHOOLS

Definitions

In these guidelines, any word or expression to which a meaning has been assigned in the South African Schools Act, 1996 (Act 84 of 1996), as amended, bears the meaning assigned to it and, unless the context indicates otherwise .

-“**days**” means calendar days, including Saturdays, Sundays and public holidays;

“**district director**” means an official appointed or acting in a post established as the head of the education district;

“**district electoral officer**” means a senior district official at a district office responsible to oversee and manage the election process in the district;

“**educator**” means any person, excluding a person who is appointed to exclusively perform extracurricular duties, who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and education psychological services, at a public school;

“**Head of Department**” means the head of the education department in the province;

“**member**” means a member of the governing body;

“**non - educator member of staff**” means a person appointed according to the Public Service Act or the South African Schools Act who is not an educator at a school;

“**Member of the Executive Council**” means the Member of the Executive Council who is responsible for education in the province;

“**parent**” means -

- (a) the biological or adoptive parent or legal guardian of a learner;
- (b) the person legally entitled to custody of a learner; or
- (c) the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) towards the learner’s education at school;

“**principal**” means an educator appointed or acting in a post established as the head of a school;

“**provincial elections coordinator**” means a senior provincial official at a provincial office responsible to oversee and manage the election process in the province;

“**public school**” may be -

- (a) an ordinary public school; or
- (b) a public school for learners with special education needs; or
- (c) a public school that provides education with a specialised focus on talent, including sport, performing arts or creative arts.

“**representative council of learners**” means a representative council of learners established in terms of section 11 of the South African Schools Act, 1996 (Act 84 of 1996), as amended;

“**school**” means an ordinary public school or a public school for learners with special education needs that enrolls learners in one or more grades from Grade R to Grade 12.

“**school electoral officer**” means the principal or a senior manager of another school. An educator or member of staff who has been trained as an electoral officer by the Independent Electoral Commission (IEC) may serve as a school electoral officer of a school where he or she is not employed; and

“**the Act**” means the South African Schools Act, 1996 (Act 84 of 1996), as amended.

1. Composition of governing bodies for public schools

- (1) The membership of the governing body of a public school comprises the following members:
 - (a) Elected members
 - (b) The principal by virtue of his or her official capacity
 - (c) Co-opted members
- (2) The elected members of the governing body referred to in subparagraph (1)(a) above comprise the following persons:
 - (a) Parents of learners at the school
 - (b) Educators at the school
 - (c) Non-educator members of staff who are not educators
 - (d) Learners in Grade 8 or higher at the school drawn from the representative council of learners or nominated by the representative council of learners, if applicable
- (3) The number of parent members, educator members, staff members who are not educators, and learner members of a governing body must, depending on the type and grading of the school concerned, comply with schedule A to these guidelines.

2. Eligibility

A person shall not be eligible to be a member of a governing body if he or she:

- (1) is mentally ill and has been declared as such by a competent court;
- (2) is an unrehabilitated insolvent;
- (3) has been convicted of an offence and sentenced to imprisonment without the option of a fine for a period exceeding six months, or has not yet served his or her full period of imprisonment;
- (4) has been declared unsuitable to work with children, as stipulated in terms of the Children’s Act, 2005 (Act 38 of 2005);
- (5) does not fall within one of the categories of members who make up a governing body;
- (6) no longer falls within the category of members that he or she represented at the time of his/her election; or
- (7) has had his/her governing body membership terminated by the Head of Department in terms of the Act.

3. Provincial elections coordinator

The duties of a provincial elections coordinator are, amongst others, to:

- (1) ensure that there is adequate advocacy concerning the election date;
- (2) ensure compliance with election procedures;
- (3) coordinate the resources to conduct efficient and fair governing body elections;
- (4) ensure that materials and procedures for the training of district and school electoral officers and teams are in place and that training takes place as planned;
- (5) develop and provide templates for all documents required for the elections;
- (6) resolve disputes relating to the elections that could not be resolved at the school or district level;
- (7) monitor (using template 11 and 12) and evaluate the election process in the province; and
- (8) consolidate a database of governing bodies upon their taking office.

4. District electoral officer

The duties of a district electoral officer are, amongst others, to:

- (1) coordinate the election processes in the district;
- (2) compile an governing body election schedule –see template 13;
- (3) advise the district on the proposed strategy and implementation of the election in the district, and see to it that the process is conducted as agreed;
- (4) compile a management plan to implement the provincial regulations;
- (5) ensure that each school has an electoral officer in line with provincial regulations, and that the school election teams are established;
- (6) ensure that all election officials working at school level are adequately trained and aware of what their role entails;
- (7) ensure that all electoral officers receive the provincial election regulations and other documents in good time;
- (8) ensure that election advocacy is conducted as planned;
- (9) ensure that the entire election process at schools is monitored;
- (10) ensure that the names and contact details of the persons elected to governing bodies are submitted within a week following the elections (see template 1, “Notification of all members elected to the governing body”);
- (11) ensure that they receive the data form (see template 2, “Governing body data form”) from the school principal and submit it to the district within 14 days following the meeting at which the office-bearers are elected;
- (12) resolve disputes relating to decisions that could not be resolved at school level;
- (13) develop a database of newly elected governing bodies and submit it to the provincial elections coordinator; and
- (14) compile a written district report on elections and submit it to the provincial elections coordinator.

5. School electoral officer

The duties of a school electoral officer are, amongst others, to:

- (1) prepare a notice containing details of the date, time and venue of the nomination and election meeting;
- (2) ensure that there is a suitable venue for the nomination/election meeting;
- (3) ensure that the school election team knows the electoral process to be followed, and complies with relevant legislation;
- (4) intervene in and resolve any disputes on the day of the election; and
- (5) submit the election results to the district office.

6. Code of conduct for electoral officers (district and school)

An electoral officer shall:

- (1) act honestly and with dignity;
- (2) act in an unbiased way;
- (3) be familiar with the election process and applicable legislation;
- (4) conduct the election in terms of the provincial prescripts;
- (5) cooperate with school managers and line management;
- (6) manage the voting process in a fair and just manner;
- (7) courteously deal with difficulties that may arise;
- (8) be polite and diligent; and
- (9) not exceed his or her mandate.

7. The voters' roll

- (1) A voters' roll for each of the categories must be available, containing the names of all eligible parents, educators, non-educator members of staff and learners, as follows:
 - (a) The voters' roll for parents must be based on the school admissions register. Eligible voters are those persons appearing in the admissions register as parents, or who can furnish proof that they are parents as defined in the Act. Only two parents per learner are eligible to vote. See template 3.
 - (b) The voters' roll for educators must consist of all educators employed at the school.
 - (c) The voters' roll for non-educator members of staff must consist of all non-educator members of staff employed at the school. See template 4.
 - (d) The voters' roll for learners must consist of all members of the representative council of learners.
- (2) The electoral officer must, at least 14 days prior to the date of the election for parent members, inform the parents of the availability of the voters' roll at the school.

- (3) All nominators, seconders and nominees must be persons who are listed on the voters' roll.
- (4) Electoral officers should follow the principles of inclusion, transparency and democracy rather than exclude potential voters.

8. Franchise

- (1) For purposes of the SGB elections there is a restriction of two parents per child.
- (2) Parents with more than one child enrolled at the school will be recorded against the name of the eldest child.
- (3) Every parent of a learner officially enrolled at a school is entitled to vote for parent members of the governing body, and has one vote in respect of each nominee, with a maximum number of votes equal to the number of parent members to be elected.
- (4) Every educator employed at a school, including the principal, is entitled to vote for educator members, and has one vote in respect of each nominee, with a maximum number of votes equal to the number of educator members to be elected.
- (5) Every non-educator member of staff is entitled to vote for a non-educator member of staff, and has one vote. If the school has only one such member of staff, that member is automatically elected.
- (6) Every member of a representative council of learners is entitled to vote for learner members, and has one vote in respect of each nominee, with a maximum number of votes equal to the number of learner members to be elected.
- (7) Proxy votes are not allowed.

9. Date, time and place of the nomination and election meeting in respect of parent members

- (1) The school electoral officer must prepare a notice (template 5) in the prescribed form, which has to state the date, time and place of the nomination and election meeting in respect of parent members. The nomination and election of parent members must occur at a single meeting.
- (2) The school electoral officer must ensure that the notice regarding the nomination and election meeting is distributed and displayed prominently at the school and in the community at least 14 days prior to the date of the meeting, and must submit such notice to the principal prior to the distribution and display of the notice.
- (3) The principal must -
 - (a) at least 14 days prior to the date of the nomination and election meeting in respect of parent members, hand a copy of the notice to every learner of the school concerned, with a verbal instruction to hand the notice to their parents; or
 - (b) use any other feasible method of notifying the particular school community, as long as it in no way disadvantages any members of the school community.
- (4) Whatever method is used as mentioned in subparagraph (3)(b) above, the notices must be in the school's language of instruction and, where practical, in learners' home language.

10. Nomination of parent members

- (1) A parent can only be nominated (see template 6, “Nomination form”) and seconded by another parent of a learner of the school concerned, by -
 - (a) lodging with the school electoral officer, no more than seven days and no less than 24 hours prior to the commencement of the nomination meeting, a nomination form duly completed by the proposer, seconder and nominee;
 - (b) nominating a parent who must then be formally proposed and seconded on the nomination form completed by the proposer during the nomination part of the meeting; or
 - (c) ensuring that the nominee meets the requirements of paragraph 2 and append his/her signature to template 6.
- (2) The electoral officer of the school must determine the time to be allowed for the nominations at the commencement of the nomination meeting, and must inform the meeting thereof.
- (3) After expiry of the time for nomination referred to in subparagraph (2) above, the electoral officer must -
 - (a) consider the nominations and reject the nomination of any nominee who -
 - (i) has not been nominated in accordance with subparagraph (1) above;
 - (ii) is not eligible to serve on the school governing body; or
 - (iii) in the case of a nomination referred to in subparagraph (1)(b) above, has not completed the said nomination form, unless written proof to the satisfaction of the electoral officer of the school is submitted before the expiry of the time referred to in subparagraph (2) above that such nominee is indeed willing to serve as a member of the governing body;
 - (b) announce the names of the nominees whose nominations have been accepted.
- (4) If the total number of nominees whose nominations have been accepted -
 - (a) is less than the number of members required in respect of the parent category, a new meeting at which new nominees must be nominated shall be convened within 14 days;
 - (b) is equal to the number of members required in respect of the parent category, the electoral officer must declare every accepted nominee an elected member of the governing body; or
 - (c) is more than the number of members required in respect of the parent category, an election must be held in accordance with paragraph 12 below.

11. Quorum

- (1) A quorum of 15% of parents on the voters’ roll is needed for the nomination and election meeting to proceed.
- (2) If the quorum is not met at the first election meeting, the election must be rescheduled within 14 days, at which time the procedure prescribed in paragraph 10 above shall be repeated. The notice of the second election meeting should clearly state that no quorum is required for that meeting

12. Election of parent members

- (1) The election of the parent component of the governing body shall be preceded by the election of the other components.
- (2) The election meeting must be held on the date and at the time and place as determined by the school electoral officer.
- (3) The school electoral officer must explain to the election meeting the procedures to be followed, and must stipulate that every nominee shall have the opportunity to briefly state at least:
 - (a) his or her name;
 - (b) the names and grades of his or her children in the school;
 - (c) his or her occupation and experience or skills; and
 - (d) his or her vision for the school.
- (4) Before the ballot papers (see template 7, “Ballot paper”) are distributed, the school electoral officer must:
 - (a) ensure that every ballot paper bears the school stamp or some other distinguishing feature that prevents the ballot papers from being tampered with; and
 - (b) explain the voting process, the minimum and maximum number of nominees to be voted for, as well as how to record a vote.
- (5) The ballot paper must indicate the names of all accepted nominees in alphabetical order based on their surnames. Each name must have a number that corresponds with a number on the ballot paper.
- (6) If the total number of valid nominations is equal to the required number of parent members, those nominated are declared duly elected. In such a case, the school electoral officer must sign a declaration indicating that members were not elected by secret ballot, and that he or she allowed sufficient opportunity for additional nominations.
- (7) A person with a right to vote must record his or her vote on the ballot paper in secrecy, and deposit the folded ballot paper in a box or other closed container provided for the purpose.
- (8) An illiterate person or a person not able to vote because of a physical disability may, at his or her own request, be assisted by the school electoral officer and a witness identified by that person.
- (9) The electoral officer must reject a ballot paper:
 - (a) that is without the school stamp or distinguishing feature as contemplated in subparagraph (4)(a) above;
 - (b) that has more votes recorded on it than the number of members to be elected; and
 - (c) that is completed in such a way that it is not clear for which nominee or nominees a vote was recorded.
- (10) After the rejection of any spoilt ballot papers, the electoral officer must:
 - (a) count the votes in the presence of nominees who wish to be present;
 - (b) announce to the election meeting the name of each nominee and the number of votes cast for each;

- (c) complete the counted ballot papers form (see template 8, “Counted ballot papers and declaration of number of votes”) in the order of most votes to least votes; and
 - (d) declare who has been duly elected. The person with the most votes is named or listed first, and the one with the least votes is named or listed last.
- (11) Where the number of votes recorded for two or more nominees is equal and it affects the result of the poll, the electoral officer must ascertain the result with regard to said nominees by drawing lots or by means of another method that allows for a random selection between the tied nominees. This must be done openly and by agreement amongst the nominees.

13. Nomination and election meeting in respect of educator members

- (1) The school electoral officer shall decide on a date, time and place for the nomination and election meeting in respect of educator members. This meeting must be held at least 24 hours before the election of the parent member component.
- (2) The principal must give the school electoral officer a list of all educators at the school. This will serve as the voters’ roll.
- (3) The school electoral officer must ensure that each educator at the school receives a copy of the notice of the nomination meeting (see template 5, “Notice of nomination and election meeting”) at least 14 days before the date of the meeting.
- (4) An educator can only be nominated and seconded (see template 6, “Nomination form”) by another educator employed at the school.
- (5) The completed nomination forms must be lodged with the school electoral officer no more than seven days and no less than 24 hours prior to the commencement of the nomination meeting.
- (6) Educators nominated at the meeting shall need another educator present to second the nomination, and the nomination form must be properly completed and handed in to the school electoral officer within the time allowed for this purpose by the electoral officer.
- (7) If the total number of valid nominations is equal to the required number of educator members, those nominated are declared duly elected. In such a case, the school electoral officer must sign a declaration indicating that members were not elected by secret ballot, and that he or she allowed sufficient opportunity for further nominations.
- (8) If nominations are less than the number required for the educator component of the governing body, the school electoral officer must convene another meeting before the election meeting in respect of parent members.
- (9) If the nominations are more than the required number of educators, elections are conducted by secret ballot (see template 7, “Ballot paper”) using the same procedure as described for the parent members’ election.

14. Nomination and election meeting in respect of a non-educator member of staff

- (1) The procedure for the election of the non-educator member of staff to the governing body is as follows:
 - (a) The procedure as set out for the nomination and election of the educator component, with the necessary changes, equally applies to this category of the governing body.
 - (b) Where there is no non-educator member of staff at the school, the position will be left unfilled.
 - (c) Where there is one non-educator member of staff, that person is automatically regarded duly elected to the governing body.
 - (d) Where there are three or more non-educator members of staff at a school, a democratic election must be held to determine who should be appointed to the governing body (see template 5, “Notice of nomination and election meeting”). The electoral officer may, with the approval of the non-educator members of staff, draw lots as an alternative method to appoint a member of staff if there are two non-educator members of staff on the school staff.

15. Nomination and election of learner members

- (1) The representative council of learners shall elect from its ranks learners who shall be members of the governing body.
- (2) The procedure for the nomination and election of learner members shall be as prescribed for educator members in these guidelines.
- (3) The number of learners elected to the governing body should be in line with the formulae for the calculation of members of the governing body by category as indicated in schedule A.
- (4) The learners must be made aware of section 32 of the Act, which outlines the status of minors on the governing body.

16. Deviation from a single election meeting

- (1) Schools must apply to the Head of Department for permission to deviate from the single election meeting. After permission has been granted in writing, the school must communicate such to the electoral officer before notices are sent out to parents.
- (2) Amongst other matters, the Head of Department shall consider such an application if he or she is satisfied that:
 - (a) the deviation will promote the best interests of the school community and the school, and will allow for maximum voter participation in the voting process;
 - (b) the deviation will not discriminate unfairly against any potential voter or group of voters;
 - (c) sufficient provision is made for the nomination process.
- (3) If it is decided that the school may deviate from the single election meeting, a quorum of 15% of voters is needed for the counting of votes to proceed.
- (4) If less than 15% of voters voted, the electoral officer must determine a new date for the voting, at which voting no quorum shall be required.

17. Decision of school electoral officer

- (1) The school electoral officer shall decide all matters concerned with the nomination and election of nominees in terms of all the categories.
- (2) All disputes should be reported to the school electoral officer during the elections process.
- (3) The school electoral officer shall resolve all disputes in order to declare elections undisputed. His or her decision during the election is final.
- (4) If the school electoral officer is unable to resolve any dispute, the election should be completed, after which the dispute may be referred to the district electoral officer within 7 (seven) days after the election day. The district electoral officer shall inform the complainant of his/her decision and the reasons for the decision in writing within 14 (fourteen) days of receipt of the complaint.
- (5) In the event that knowledge of any alleged irregularity only becomes available after completion of the election process, a dispute may be referred to the district electoral officer. In such a case, the provisions of paragraph 17(4) and 17(6) shall apply.
- (6) An appeal may be lodged with the Member of the Executive Council within 7 (seven) days should the complainant not be satisfied with the decision taken by the district electoral officer.
- (7) The Member of the Executive Council must inform the complainant of his or her decision and the reasons for the decision in writing within 30 (thirty) days of receipt of the appeal.

18. Procedure after election of governing body

- (1) After the election of a governing body, the school electoral officer must:
 - (a) place all documents used at such election, including ballot papers, in envelopes and seal the envelopes;
 - (b) keep such envelopes in safe custody for a period of at least three months from the date of the election of the governing body concerned;
 - (c) notify each elected member of his or her election in writing;
 - (d) notify the principal of the school in writing of the names and addresses of the persons elected as members, and inform the principal that he or she must notify parents of the election results within 14 (fourteen) days of the election meeting;
 - (e) ensure that the district director receives written notice of the names and addresses of the persons elected as governing body members (see template 1, "Notification of all members elected to the governing body"); and
 - (f) submit a declaration declaring the election undisputed where this was the case, or a declaration detailing any disputes (see template 9, "Election declaration form").
- (2) The principal must ensure that the data form (template 2, "Governing body data form") is completed by every member of the newly elected governing body. This form must be submitted to the district within 14 (fourteen) days after notification of the results of the election.
- (3) The principal is required to inform the provincial department of education of any changes in membership of the governing body within 14 (fourteen) days of those changes being effected, to ensure that the database is up to date.

19. Handover

- (1) The principal, being a member of both the outgoing and the newly elected governing body, should manage the handover process by:
 - (a) officially handing over all governing body files to the newly elected governing body;
 - (b) conducting an induction session for the newly elected members; and
 - (c) answering any questions that the newly elected governing body may have.
- (2) A list indicating the minimum documents that need to be handed over to the incoming governing body is included (see template 10, “Handover guide from outgoing governing body chairperson to newly elected governing body chairperson”).

20. Election of office-bearers, and term of office

- (1) The principal shall convene the first meeting of the governing body within 14 (fourteen) days after he or she has been notified in writing of the names and addresses of all the members of the governing body.
- (2) Prior to the election of office-bearers, the principal shall inform the members of the governing body of their responsibilities and the need to ensure that office-bearers are as representative of gender and racial diversity at the school as possible.
- (3) At the first meeting of the governing body, such body must, from amongst its members, elect office-bearers, who must include at least a chairperson, a treasurer and a secretary. The principal shall preside over the election of the chairperson of the school governing body, who shall then officially preside over the meeting.
- (4) The office-bearers, with the exception of the learner component, shall remain in office for one year from the date of their election.
- (5) An office-bearer of a governing body may be re-elected or co-opted after the expiry of his or her term of office.
- (6) If, for any reason, the office of an office-bearer becomes vacant, the governing body shall, at the first meeting after that vacancy has occurred, elect one of its members to fill that vacancy for the remainder of the term of office of his or her predecessor.
- (7) After a meeting at which any office-bearer has been elected, the principal shall notify the Head of Department forthwith in writing of the date of the meeting and the name, address and office of the person elected.

21. By-elections due to vacancies in the governing body

- (1) The chairperson of the governing body, in consultation with the principal, must inform the district director of any vacancies and arrangements for a by-election.
- (2) An electoral officer of a school must be appointed for each by-election.
- (3) A by-election must be held whenever:
 - (a) the number of parent members of a governing body falls to a number equal to or less than the total of the other members of the governing body; or
 - (b) the number of members who, at the constitution of a governing body, were elected or declared elected falls to a number equal to or less than the quorum referred to in the constitution of a fullyconstituted governing body; or
 - (c) a member of the category of members of a governing body referred to in section 23 or 24 of the Act is no longer represented on a governing body.
- (4) A vacancy shall occur in a governing body if a member -
 - (a) resigns;
 - (b) dies;
 - (c) becomes disqualified as contemplated in paragraph 2 of these guidelines;
 - (d) absents himself or herself from two or more consecutive meetings of the governing body without the authorisation of the governing body to do so;
 - (e) is removed from office in accordance with provisions contained in a code of conduct contemplated in section 18A of the Act; or
 - (f) no longer falls within the category of members that he or she represented at the time of the election.
- (5) Whenever a vacancy occurs as envisaged in subparagraph (4), a by-election must be held within 90 (ninety) days of the occurrence of such vacancy.
- (6) The by-election must be held in accordance with paragraph 10 to 16, depending on the category.
- (7) Members elected in accordance with this paragraph remain in office for the remainder of the term of office of their predecessors, provided that they are still eligible.

22. Membership of governing bodies of public schools for learners with special education needs

- (1) These guidelines shall apply *mutatis mutandis* to governing bodies of public schools for learners with special education needs, unless indicated otherwise.
- (2) The governing body of a public school for learners with special education needs should comprise the following:
 - (a) Parents of learners enrolled at the school, if reasonably practicable
 - (b) Educators at the school
 - (c) Non-educator members of staff at the school who are not educators
 - (d) Learners in Grade 8 or higher, if reasonably practicable
 - (e) Representatives of sponsoring bodies, if applicable
 - (f) Representatives of organisations of parents of learners with special education needs, if applicable
 - (g) Representatives of organisations of persons with disabilities, if applicable
 - (h) Persons with disabilities, if applicable
 - (i) Experts in relevant fields of special needs education
 - (j) The principal by virtue of his or her official capacity
- (3) In the case of a public school for learners with special education needs, the chairperson of the governing body may be any member of the governing body elected from the persons referred to in subparagraph (2)(a), (e), (f), (g), (h) and (i) above.
- (4) The number of parent members, educator members and learner members of a governing body must, depending on the type and grading of the school concerned, comply with schedule A to these guidelines.
- (5) Parents must elect the members referred to in subparagraph (2)(a) above in accordance with paragraph 12 of these guidelines.
- (6) Educators employed at the school concerned must elect the members referred to in subparagraph (2)(b) above in accordance with paragraph 13 of these guidelines.
- (7) Non-educator members of staff at the school concerned who are not educators must elect the members referred to in subparagraph (2)(c) above in accordance with paragraph 14 of these guidelines.
- (8) The representative council of learners must elect the members referred to in subparagraph (2)(d) above in accordance with paragraph 15 of these guidelines.
- (9) Members in the categories referred to in subparagraph (2)(e), (f), (g) and (h) above must be elected or appointed as determined by the Member of the Executive Council.
- (10) The persons referred to in subparagraph (2)(i) above shall be appointed as determined by the Member of the Executive Council.

23. Repeal

These guidelines are subject to review every three years or when the need arises.

24. Short title

These guidelines are called Guidelines relating to the election of governing bodies of public schools.

25. Annexures

Number	Notation
Schedule A	Composition of governing body of ordinary public schools and public schools for learners with special education needs, by type and learner enrolment
Template 1	Notification of all members elected to the governing body
Template 2	Governing body data form
Template 3	Parent voters' roll
Template 4	Voters' roll
Template 5	Notice of nomination and election meeting
Template 6	Nomination form
Template 7	Ballot paper
Template 8	Counted ballot papers and declaration of number of votes
Template 9	Election declaration form
Template 10	Handover guide from outgoing governing body chairperson to newly elected governing body chairperson
Template 11	Election monitoring instrument (election day)
Template 12	Pre-election monitoring instrument
Template 13	Governing body election schedule

Schedule A

COMPOSITION OF GOVERNING BODY OF ORDINARY PUBLIC SCHOOLS, BY TYPE AND LEARNER ENROLMENT

- (1) The numbers of a governing body of a school are set out for each category of membership in the table below.
- (2) The number of members in a category will vary according to the type of school and learner enrolment set out in columns 1 and 2.
- (3) In a school that does not have a non-educator member of staff, the number of parents set out in column 5 as well as the total number of members set out in column 8 shall both be reduced by one.

TYPE OF SCHOOL	NUMBER OF LEARNERS ENROLLED AT SCHOOL	PRINCIPAL	NUMBER OF EDUCATOR MEMBERS	NUMBER OF PARENT MEMBERS	NUMBER OF NON-EDUCATOR MEMBERS	NUMBER OF LEARNER MEMBERS	TOTAL NUMBER OF MEMBERS
Primary school	1 to 159	1	1	4	1	0	7
Primary school	160 to 700	1	2	5	1	0	9
Primary school	701 and more	1	3	6	1	0	11
Secondary school	1 to 649	1	2	7	1	2	13
Secondary school	650 and more	1	3	9	1	3	17
Combined school	1 to 499	1	2	7	1	2	13
Combined school	500 and more	1	3	9	1	3	17

POSITION OF GOVERNING BODY OF PUBLIC SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATION NEEDS, BY TYPE AND LEARNER ENROLMENT

TYPE OF SCHOOL	NUMBER OF LEARNERS ENROLLED AT SCHOOL	PRINCIPAL	NUMBER OF EDUCATOR MEMBERS	NUMBER OF PARENT MEMBERS (If reasonably Practical)	NUMBER OF NON-EDUCATOR MEMBERS	NUMBER OF LEARNER MEMBERS (If reasonably Practical)	Elected members	Total number of members
Primary school	1 to 149	1	2	5	1	0	9	Plus members appointed per applicable category
Primary school	150 and more	1	3	6	1	0	11	
Secondary school	1 to 149	1	2	6	1	1	11	
Secondary school	150 and more	1	3	8	1	2	15	
Combined school	1 to 149	1	2	7	1	2	13	
Combined school	150 and more	1	3	8	1	2	15	

Template 1

NOTIFICATION OF ALL MEMBERS ELECTED TO THE GOVERNING BODY SCHOOL

DISTRICT: _____

ELECTION DATE: _____

SURNAME	NAME(S)	TEL NUMBER	CELL NUMBER	FAX NUMBER	E-MAIL
Principal					
Parents					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
Educators					
1.					
2.					
3.					
Member of staff					
1.					
Learners					
1.					
2.					
3.					

FULL NAME OF ELECTORAL OFFICER: _____

SIGNATURE: _____

DATE: _____

Template 2

GOVERNING BODY DATA FORM

PROVINCE: _____ **SCHOOL NAME:** _____ **EMIS NO:** _____

Surname	Gender		Race			Disability			Education level			Previous SGB experience in years	Previous SGB		SGB portfolio	
	F	M	A	W	C	I	Yes	No	Primary	Secondary	Tertiary		None	Yes		No
Principal																
Parents																
1.																
2.																
3.																
4.																
5.																
6.																
7.																
8.																
9.																
Educators																
1.																
2.																
3.																
Member of staff																
1.																
Learners																
1.																
2.																
Appointed members (LSEN schools)																
1.																
2.																

NUMBER OF LEARNERS ENROLLED AT THE SCHOOL						Total
African	White	Coloured	Indian			Total

Template 4

VOTERS' ROLL

SCHOOL: _____

DISTRICT: _____

COMPONENT:

Educators	Member of staff	Learners
------------------	------------------------	-----------------

NO.	SURNAME	NAME
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		

Template 5

NOTICE OF NOMINATION AND ELECTION MEETING

NAME OF SCHOOL: _____

COMPONENT:

Parents	Educators	Member of staff	Learners
---------	-----------	-----------------	----------

Notice is hereby given that a meeting for the nomination and election of nominees for () members of the governing body of the abovementioned school will be held on (date) at (time) at..... (place).

For parent nominees, the proposer and the seconder must be parents of learners at the school. Nominees must be parents that are not employed at the school. For each category, the nominee, the proposer and the seconder must come from the membership of that category.

The nomination form must be returned to the school at least one day before the elections are conducted. Nominations will also be accepted at the nomination and election meeting.

NB: It is the responsibility of the nominee and the voter to ensure that their names are on the school's voters' roll, which can be viewed at the school.

NAME OF SCHOOL ELECTORAL OFFICER

SIGNATURE OF SCHOOL ELECTORAL OFFICER:

DATE:

Tel:

Template 6

NOMINATION FORM

NAME OF SCHOOL:

COMPONENT:

Parents	Educators	Member of staff	Learners
----------------	------------------	------------------------	-----------------

PROPOSER:

I,, (full name)

being (a parent of a learner/an educator/a non-educator member of staff/a member of the representative council of learners of the abovementioned school), hereby propose:

.....

(full name of nominee) as a member of the governing body of the abovementioned school.

SIGNATURE OF PROPOSER: _____ **DATE:** _____

SECONDER

I,, (full name)

being (a parent of a learner/an educator/a member of staff/a member of the representative council of learners of the abovementioned school), hereby second:

.....

(full name of nominee) as a member of the governing body of the abovementioned school.

SIGNATURE OF SECONDER: _____ **DATE:** _____

DECLARATION BY NOMINEE:

I, the nominee..... (full names), accept the nomination and declare that I:

- (a) am not mentally ill and have not been declared as such by a competent court;
- (b) am not an unrehabilitated insolvent;
- (c) have not been convicted of an offence and sentenced to imprisonment without the option of a fine for a period exceeding six months, nor am I yet to serve a full period of imprisonment;
- (d) have not been declared unsuitable to work with children as stipulated in terms of the Children’s Act, 2005 (Act 38 of 2005); and
- (e) have not had my membership of the governing body terminated by the Head of Department in terms of the Schools Act.

Signed at.....on

Signature: Date:

Template 7

BALLOT PAPER

SCHOOL: _____

DISTRICT: _____

COMPONENT:

Parents	Educators	Member of staff	Learners
----------------	------------------	------------------------	-----------------

VOTE BY PLACING A CROSS (X) IN THE BOX NEXT TO THE NOMINEE(S) OF YOUR CHOICE.

	Name	Vote by making an X
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

Template 8

COUNTED BALLOT PAPERS AND DECLARATION OF NUMBER OF VOTES

DISTRICT: SCHOOL:

COMPONENT:

Parents	Educators	Member of staff	Learners
---------	-----------	-----------------	----------

DATE OF ELECTION: _____ TYPE OF SCHOOL: _____

Number	Name of nominee (from most to least votes)	Number of votes
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

TOTAL NUMBER OF ELIGIBLE VOTERS: _____

TOTAL NUMBER OF VOTES CAST: _____

SPOILT PAPERS: _____

NAME OF SCHOOL ELECTORAL OFFICER: _____

SIGNATURE: _____

DATE: _____

Template 9

ELECTION DECLARATION FORM

NAME OF SCHOOL:.....NAME OF DISTRICT:.....

NAME OF SCHOOL ELECTORAL OFFICER: DATE OF ELECTIONS FOR COMPONENTS:

Parent	Educators	Member of staff	Learners
--------	-----------	-----------------	----------

Complete the relevant section

SECTION A: Undisputed elections

As the school electoral officer for the abovementioned elections, I declare the election of all components undisputed. Signature: Date:

SECTION B: Disputed elections

As the school electoral officer for the abovementioned elections, I declare that the following component(s) of the election was/were disputed:

.....
.....
.....

and hereby provide the details of said dispute(s):

.....
.....
.....

NAME OF SCHOOL ELECTORAL OFFICER: _____

SIGNATURE OF SCHOOL ELECTORAL OFFICER: _____

DATE: _____

Tel:

Template 10

HANDOVER GUIDE FROM OUTGOING GOVERNING BODY CHAIRPERSON TO NEWLY ELECTED GOVERNING BODY CHAIRPERSON

(These documents are the property of the school and must be held in safekeeping by the school principal.)

SCHOOL: _____ EMIS NO: _____ DISTRICT: _____

I, _____ (full names), the newly elected chairperson of the school governing body of _____ (school's name), hereby certify that the following documents/e-copies have been handed over to the incoming governing body chairperson by the outgoing chairperson:

KEY AREA	ITEM	Mark with a cross (X) where applicable	
		YES	NO
1. LEGISLATION			
1.1 The South African Schools Act (SASA), 1996 (Act 84 of 1996)			
1.2 Provincial Education Act			
1.3 Regulations relating to the Governing Bodies of Public Schools			
1.4 National Norms and Standards for School Funding (General Notice 869 of 2006)			
1.5 Provincial Regulations regarding the Misconduct of Learners at Public Schools and Disciplinary Proceedings			
1.6 Regulation for Exemption of Parents from the Payment of School Fees (General Notice 1149 of 2006)			
OTHER DOCUMENTATION			
1.7 The constitution of the school governing body			
1.8 The vision and mission statement of the school			
1.9 Action plans for the following year based on the school development plan			
2. POLICIES			
2.1 Admissions policy			
2.2 Policy regarding school sport and cultural activities			
2.3 Policy regarding use of school buildings and facilities by non-school community members			
2.4 Policy on occupational health and safety			
2.5 Religious policy			
2.6 Language policy			
2.7 HIV and Aids policy			
2.8 Code of conduct for learners			
2.9 School's policy regarding payment of school fees and the school's sliding scale for determining partial exemption			

Template 11

ELECTION MONITORING INSTRUMENT (ELECTION DAY)

1. General information

1.1	Name and type of school	
1.2	Province	
1.3	District office	
1.4	Provincial official (name and designation)	
1.5	District official (name and designation)	
1.6	School electoral officer (name and designation)	
1.7	Election dates	<ul style="list-style-type: none"> • Learners • Educators • Member of staff • Parents
1.8	Number of parents on the voters' roll	
1.9	Total number of learners at the school	
1.10	Demographics of learners at the school (e.g. 60% African, 20% white, 10% Indian and 10% coloured)	
1.11	Demographics of voters at the meeting (e.g. 60% African, 20% white, 10% Indian and 10% coloured)	
1.12	Number of parents present at the meeting	
1.13	Total number of parents nominated: <ul style="list-style-type: none"> • Gender (e.g. nine men and 12 women) • Racial breakdown • People with disabilities 	
1.14	Total number of parents elected: <ul style="list-style-type: none"> • Gender (e.g. four men and six women) • Racial breakdown • People with disabilities 	
1.15	How long before the election were nomination and election notices received?	

2. Nomination and election process

2.1	Observations about the venue (e.g. space, furniture and lighting)	
2.2	Was the quorum of 15% met? If not, when is the next election date?	
2.3	Were the voters checked against the voters' roll?	
2.4	Did the electoral officer clearly explain the nomination process?	
2.5	Did he/she invite further nominations? Explain the process.	

2.6	Were the nomination forms properly completed?	
2.7	Were the nominees afforded the opportunity to introduce themselves?	
2.8	Did the electoral officer clearly explain the election process?	
2.9	Did the electoral officer verify that the ballot boxes were empty prior to voting?	
2.10	Did the voting booths allow for secret voting?	
2.11	Were there any disputes lodged? Explain the nature of disputes and how they were resolved.	
2.12	Was the counting process observed? If so, who observed the process?	
2.13	Were the election results announced at the meeting?	
2.14	Were there any irregularities? (Specify.)	

Comments/additional information/concerns:

.....

School electoral officer:

Signature : Date:

Department of Basic Education official:

Signature:Date:

Template 12

PRE-ELECTION MONITORING INSTRUMENT

1. General information

1.1 Province	
1.2 Period of election	
1.3 Provincial official	Name: Tel: Cell:

2. Advocacy

2.1 Which radio stations do you plan on using?	
2.2 For how long will the messages be aired?	
2.3 What are the key messages?	
2.4 Which newspapers do you plan on using?	
2.5 What are the key messages?	
2.6 Will you be using posters and flyers?	
2.7 What are the key messages of the posters and flyers?	
2.8 What other forms of advocacy do you intend using (e.g. roadshows)?	
2.9 What was the most effective mode of advocacy in the previous elections?	
2.10 Why was it the most effective in your view?	
2.11 How and when will the MEC be launching the elections?	

3. Election budget

3.1 Election budget	
3.2 Source of budget	

4. List of documents

NB: If some of the following documents are not available, please indicate when they will be developed:

Are the following in place?

4.1 Provincial regulations for governing bodies	
4.2 Code of conduct for governing body members	
4.3 Samples of all templates to be used in the elections	
4.4 Documents for the training of electoral officers	

4.5 Governing body elections management plan	
4.6 Circulars to the districts on governing body election matters	
4.7 Governing body election schedules from schools	
4.8 Provincial monitoring tools relating to governing body elections	

5. Election teams

NB: If some of the following tasks have not yet been carried out, please indicate when they will be done:

5.1	Has a provincial election task team (including all stakeholders) been established?	
5.2	Have the district electoral officers been officially appointed in writing?	
5.3	Have district election teams been established?	
5.4	Have school election teams been established?	
5.5	Have all schools been paired?	
5.6	Have all election teams been trained?	
5.7	Who will provide the training?	

6. Monitoring and evaluation

6.1	Is there a plan in place to monitor the elections?	
6.2	How will monitoring of the elections be ensured?	
6.3	How will the capturing of data on newly elected governing bodies be ensured?	
6.4	Who will be responsible for the development of the election report?	
6.5	Will an external evaluation of the election process be conducted? If so, by who?	

7. Physical resources

7.1	Which type of venues will be used for governing body elections (e.g. school hall)?	
7.2	Do all schools have suitable venues for this purpose (in terms of space, furniture, ventilation, etc.)?	
7.3	Are plans in place for the availability of resources in schools (e.g. preparing ballot boxes and voting booths)?	
7.4	Will some of the physical resources be outsourced? Please specify.	
7.5	If resources will be outsourced, who will be the potential providers?	

Comments/additional information:

.....
.....
.....
.....
.....
.....
.....
.....

Provincial electoral officer:

Signature: Date:

Department of Basic Education official:

Signature: Date:



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